

Associate Chancellor of Strategic Initiatives

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Associate Chancellor of Strategic Initiatives

REPORTS TO: Chancellor

Summary of Position:

The Associate Chancellor of Strategic Initiatives plays a critical role in supporting initiatives that align with the Chancellor's top priorities. Working closely with the Chancellor and her senior leadership team, the Associate Chancellor of Strategic Initiatives will direct special projects, facilitate and manage strategic communications, and interface with staff at all levels across the Education Achievement Authority to drive organizational effectiveness and teamwork.

Minimum Qualifications:

- 5+ years of experience working inside of a school system, with a track record of excellence in organizational design, time management, and multitasking
- Exceptional project management and execution skills with a track record of developing and implementing new or improved systems and processes
- Strong communication skills with an ability to articulate a clear and compelling vision and lead others to implement it
- Exceptional interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups, both internally and externally
- Ability to coach and mentor direct reports, peers, and executives on sound talent management practices; track record of driving organizational results by coaching and mentoring
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Exceptional strategic thinking and problem-solving skills, with the intellectual depth and maturity to work with the Chancellor, other cabinet, staff, and Board members
- Commitment to ensuring that all students have access to high quality educational options
- Bachelor's degree required; Master's preferred

Responsibilities and Essential Functions:

The person filling this position will be required to simultaneously manage long-term strategic initiatives that align with the Chancellor's priorities and the immediate demands of the EAA's daily operations. He or she will collaborate with and achieve actionable results through others, and will be responsible for the following activities:

- Work to increase the bandwidth and velocity of the Chancellor so as to concentrate her time, effort and priorities on strategic initiatives both short- and long-term
- Track, monitor, and follow-up on progress of projects, action items and strategies that emanate from the senior leadership team to ensure implementation of stated objectives in a timely and efficient manner
- Oversee special initiatives that require extensive cross-functional collaboration
- Provide ad-hoc analysis and decision-making support to the Chancellor on critical policies and programs
- Organize and manage regular senior staff meetings and ensure execution and completion of follow-ups
- Plan and implement human resources activities, including performance management and goal setting processes
- Serve as a delegate for the Chancellor as needed
- Create presentations, reports, and communications materials for external stakeholders

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: August 25, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

eaajobs@eaaofmichigan.org

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